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8/20/63

mailed to [redacted]

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Approved For Release 2005/01/21 : CIA-RDP70-00211R000800260008-6

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[redacted]	8/20	fgh
2	[redacted]		
3	→ Fred -		
4	(See [redacted])		
5	About This)		
6			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

Lou, following discussions with [redacted] we find your proposal entirely acceptable. However, we took the liberty of expanding paragraph 3 so as to make responsibility perfectly clear in regards to the maintenance and control of the material in the Record Center. I talked to [redacted] about this and he concurred. I consider this agreement truly an outstanding achievement, the result of many trying discussions. Hope we can continue to improve our record control procedures during the present fiscal year.

Many thanks to you and your staff for your patience and consideration in these matters.

FOLD HERE TO RETURN TO SENDER

FROM: NAME ADDRESS AND PHONE NO.	DATE
[redacted]	20 Aug '63

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COPY

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OCR

20 August 1963

MEMORANDUM FOR: Assistant Director, OCR

FROM : CIA Records Administration Officer

SUBJECT : Designation of OCR/LY Copies of OO Information Reports as Record Copies.

1. Information reports produced by Contact Division and Foreign Documents Division have been evaluated as permanent records of CIA by the National Archives and Records Service. The records control schedules of these Divisions provide for the permanent retention of a hard copy of each report as a record copy, and these are periodically retired to the Records Center.

2. Microfilm copies of these same reports are retained by OCR/LY and a duplicate film copy is retired to the Records Center for permanent retention. Non-microfilmable reports and reports with attachments are retained in hard copy and these are retired to the Center.

3. Both OO/CD and OO/FDD are satisfied that the microfilm copies retired by OCR are adequate substitutes for the hard copies. They are now requesting revisions of their records control schedules that would permit destruction of Division hard copy files and designate the OCR microfilm and hard copies as Agency record copies. (These record copies would remain under OCR control only until inactive and then would be transferred to Records Center to be retained permanently in the record set maintained and controlled by Records Center.)

4. I am prepared to approve these revisions because they will eliminate duplication of holdings in the Records Center and release approximately 500 cubic feet of storage space. Attached are copies of the proposed schedule revisions requested by CD and FDD. I will appreciate your concurrence in designating as record copies the OCR film and hard copy collection of these reports.

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Attachment

Concurrence: _____

(Date)

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT